



Hill Top CE
Primary School & Nursery

 **THE CHURCH
OF ENGLAND**
Diocese of Leeds

**Hill Top C.E. Primary School
and Nursery
Headteacher
Application Pack**

Closing date: Friday 14th January 2022 at 5.00pm

Shortlisting date: Tuesday 18th January 2022

Interview date(s): Wednesday 26th and Thursday 27th January 2022

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- Latest Ofsted Report

Post: Headteacher

Letter from the Chair of Governors

Dear Applicant

Thank you for your interest in the vacancy for our Headteacher position at Hill Top C.E. Primary School and Nursery. I hope you find this information pack useful and that it encourages you to apply for this exciting position within our school.

The position of Headteacher is due to the retirement of our current Head in August 2022. Our school was last inspected in November 2017 and was judged as Good. As a Church school, we also have a SIAMS, which coincidentally was also in November 2017 where we were judged to be Outstanding.

We are a one form entry school with 249 pupils on roll – this includes a 26/26 place Nursery. Our pupils come from a range of backgrounds and our school is rightly proud of the work we do with, and the support we provide to, the community that is in our catchment area. We use our values to underpin the work we do for all who are part of our school.

Hill Top is a welcoming, happy school on the outskirts of Bradford, with wonderful pupils and a hardworking, committed staff. We are a caring and nurturing school committed to providing the best possible learning opportunities for our children. We have a number of visits out of school and visitors in to school to enrich our curriculum and engage children in their learning, and we are keen to maintain these opportunities.

We are looking for an outstanding individual who can lead our school forward in an innovative, nurturing and creative manner. Our school is looking to appoint someone who can utilise our many strengths and also see what's needed to move our school to the next level. The ideal applicant should be able to use our embedded ethos to work with parents, governors and the local community to ensure the best outcomes for our pupils. Please have a look at our website <https://www.hilltop.ngfl.ac.uk/school-n/job-vacancies> where you can find more information and our latest reports.

I invite you to come and visit the school, to have a look around and judge for yourself, as I am certain visiting would encourage you to apply. We look forward to your application and seeing what you can bring to our school.

The application pack contains an application form, job description and personnel specification.

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Yours sincerely

Ray Sutcliffe, Chair of Governors

In and around Bradford



Bradford has a rich and fascinating history from Roman remains to Victorian grandeur. With a long industrial heritage, Bradford is proud to have once been the wool capital of the world which led to pioneers such as Sir Titus Salt to build businesses in the area. You don't have to go far to find out more, simply walk the streets and look up at the architecture or learn more about Bradford's history at Bradford Cathedral and Bradford Industrial Museum or visit the magnificent Bolling Hall a 17th century mansion house.

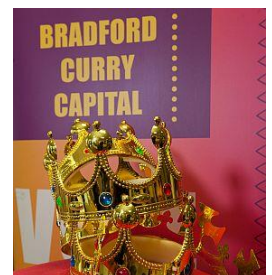


Nearby Saltaire, a model Victorian village and a UNESCO World Heritage site is a joy to visit and make sure you join a guided walk to learn more about the village's past. Mill owner Sir Titus Salt built the village for his workers and today Saltaire attracts millions of visitors to its magnificent architecture. Bradford was awarded the title of the world's first UNESCO City of Film due to the city's rich film heritage and its inspirational movie locations. Bradford has been a film location since the beginning of cinema, with its indigenous film industry being traced back to the years around the First World War. To this day Bradford district is still chosen

and featured in top films and TV series. Bradford was also the birthplace of the famous artist David Hockney, and you can be enthralled by his works at Salts Mill and Cartwright Hall.

Bradford is home to over 200 Asian restaurants and is proud to be Britain's Curry Capital of Britain for the last five years. There are a number of award winning restaurants which serve authentic Asian cuisine, so you will definitely find something that will tickle your taste buds, why not use our Curry Guide for inspiration.

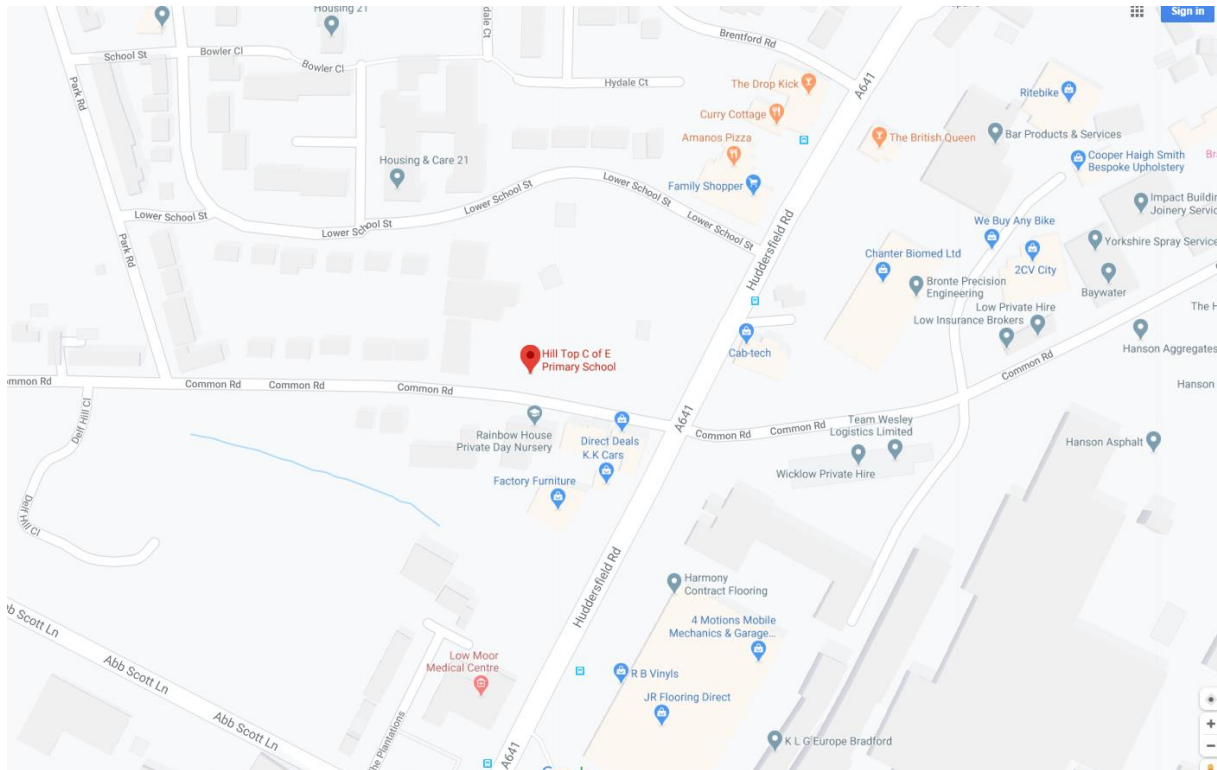
Although we have a reputation for serving fantastic Asian food we also have an amazing selection of other cuisines. The Michelin starred Box Tree is one of Yorkshire's top restaurants, serving sophisticated British cuisine, served in even more sophisticated surroundings. If you are on a smaller budget Shipley and Saltaire have a great selection of restaurants. From Yo Yo's serving Chinese, Japanese and Thai to the Tapas Tree and The Terrace a French style Cafe bar and bistro.



The Alhambra Theatre is regarded as the North's premier touring venue and regular visits are made from prestigious companies such as the Royal Shakespeare Company, Northern Ballet, Disney Theatrical and the National Theatre.

How to find us

Hill Top C.E. Primary School
Common Road
BRADFORD
BD12 0TL



Headteacher
Full Time, Permanent
Required for September 2022
Salary L15-L20 (£59,581 – £67,364)

The Governors at Hill Top C.E. Primary School and Nursery are seeking a Headteacher to drive and sustain school improvement. We are looking for an outstanding leader with a proven track record of leading teaching and learning. The role of Headteacher is central to the school team, working with senior leaders to accomplish the very best outcomes for our pupils.

Hill Top is a welcoming Church of England Primary School where the appreciation of others is encouraged and attitudes of tolerance, care, concern and self-respect are developed in a happy, safe and secure environment.

We need from you

- ✓ a strong commitment to achieving success through partnership and team work
- ✓ excellent interpersonal and communication skills
- ✓ drive, ambition and high expectations
- ✓ strong, innovative and creative leadership and management
- ✓ a commitment to learning and continuous improvement
- ✓ a passion for developing innovative approaches to the curriculum
- ✓ the desire and passion to initiate, lead and manage quick and effective strategies to support the development of the school and have impact on pupil outcomes
- ✓ a firm commitment to promoting the ethos of a church school

We can offer you

- ✓ a school and community ready for change
- ✓ a dedicated staff team committed to our school and our children
- ✓ high levels of school and Governor support
- ✓ a welcoming, friendly and vibrant school

The successful post holder will report to the Governing Body, the Diocesan Board and Bradford Metropolitan District Council – all of whom will provide guidance and support.

Interested candidates are invited to contact Pam Cryer, School Business Manager via email – pam.cryer@hilltop.bradford.sch.uk for more information or to arrange a visit to the school.

Please apply via the Application Form on the school website
<https://www.hilltop.ngfl.ac.uk/school-n/job-vacancies> and return the completed form to
pam.cryer@hilltop.bradford.sch.uk

We are committed to safeguarding children and all posts are subject to an enhanced DBS check

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Headteacher

About Hill Top C.E. Primary School

Our Vision: 'Loving to learn; learning to love'

'You show love for others by truly helping them, and not by merely talking about it.' (1 John 3. 18 CEV)

Our vision is to help each other to learn and to love through our Christian Values of Compassion, Respect, Responsibility, Perseverance, Friendship and Thankfulness which are all central to all aspects of our school life. We encourage and support our children to achieve their full potential and to develop a life-long passion for learning, so that when they leave Hill Top they will be prepared for life having developed both resilience and courageous advocacy.

Hill Top is an adventure for the mind and a home for the heart where everyone is encouraged to 'Catch the Spirit'

We live our vision through:

- Providing nurture and care for our children's spiritual, emotional, moral, social and cultural wellbeing;
- Putting the child and their family at the centre of all decisions we make;
- Creating a warm, positive and loving environment in which to learn and work;
- Having our Christian values permeate a rich and varied curriculum resulting in excellent outcomes for all;
- Providing an inclusive education, developing resilience and independence
- Making the safety and well-being of all pupils, families and staff as important as our achievements in learning;
- We are a welcoming, friendly and caring inclusive school, committed to working in partnership with parents, governors and the Church
- The dedication and hard work of all involved at Hill Top helps to make our school a lively, happy and successful school for all.
- We are very proud of our school community and all of our achievements and we continually strive to improve even further.

Please look at our website and discover why we think Hill Top is so special.

Mr Ray Sutcliffe
Chair of Governors

Headteacher

Job Description

Please note that the following job description is based upon the Headteachers' Standards 2020. This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level for the role.

MAIN PURPOSE

The headteacher will formulate the aims and objectives of the school and provide overall strategic leadership, establish policies for achieving these aims and objectives, manage staff and resources to that end and monitor progress towards the achievement of the school's aims and objectives.

The headteacher will lead by example and model best practice regarding professional conduct, workload and personal development, and will be a role model for all in our community.

Duties and Responsibilities

School Culture

The Headteacher will:-

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community;
- Create a culture where pupils experience a positive and enriching school life;
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life;
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment;
- Ensure a culture of high staff professionalism and
- Maintain and develop the school's Christian ethos.

Behaviour

The Headteacher will:-

- Use a style of leadership that engages and motivates the whole school community and balances the need to drive improvement with the need to manage stress and mental health;
- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils;
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy;
- Implement consistent, fair and respectful approaches to managing behaviour and
- Ensure that adults within the school model teach the behaviour of a good citizen.

Additional and Special Educational Needs and Disabilities

The Headteacher will:-

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities;
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively;
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate and
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Professional Development

The Headteacher will:-

- Ensure staff have access to high-quality sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs;
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the Standard for Teachers' Professional Development and
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Curriculum and Assessment

The Headteacher will:-

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught;
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities;
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading and
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Teaching

The Headteacher will:-

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn;
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and
- Ensure effective use is made of formative assessment.

Working in Partnership

The Headteacher will:-

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community;
- Commit the school to work successfully with other schools and organisation in a climate of mutual challenge and support and
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Organisational Management

The Headteacher will:-

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care;
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds;
- Ensure staff are deployed and managed well with due attention paid to workload;
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Continuous School Improvement

The Headteacher will:-

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement;
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context and
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Governance and Accountability

The Headteacher will:-

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility;
- Establish and sustain professional working relationships with those responsible for governance;
- Ensure that staff know and understand their professional responsibilities and are held to account and
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Headteacher Personnel Specification

(E) – Essential. (D) – Desirable. A – Application. I – Interview. C – Pre-Employment Check.

Qualifications and Experience	Evidence
<ul style="list-style-type: none"> • Qualified teacher status; (E) • Serving Deputy of Assistant Headteacher experience of at least 2 years; (E) • Experience of teaching in more than one school; (E) • Experience of working with all three stages of primary education, EYFS, KS1 and KS2. (E) • Serving or acting Headteacher experience; (D) • NPQH accreditation or equivalent professional qualification; (D) • Has experience of observing and feeding back on learning and teaching to staff in order to improve further the quality of learning and teaching across the school; (D) • Understands the principles of appraising staff and giving feedback on performance; (D) • Up to date knowledge of primary school improvement strategies; (D) • Ensures creativity, innovation and the use of appropriate technologies to achieve excellence; (D) • Experience and up to date knowledge of a number of specialist roles within primary education (e.g. safeguarding, pupil premium and catch-up strategies, SEND); (D) • Knowledge of recent approaches to improving and developing teaching and learning; (D) • To have effectively managed whole school change, for example introduced a new initiative or procedure, developed a strategy that has impacted significantly upon children's learning and delivered in-service training; (D) • Builds and maintains good working relationships with all stakeholders, including parents and local communities; (D) • Lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school; (D) • Understands the principles of managing mental and physical health, in self and others; (D) • A practicing Christian. (D) 	<p>A, I, C A, I, C A, I, C A, I, C A, I, C A, I, C A, I</p> <p>A, I A, I A, I, C A, I</p> <p>A, I, C A, I, C</p> <p>A, I, C A, I, C</p> <p>A, I, C I, C</p>

Professional Development	
<ul style="list-style-type: none"> Evidence of regular and appropriate professional development relevant to the role of Headteacher. (E) 	A,I,C
School Leadership and Management Experience	
<ul style="list-style-type: none"> Demonstrate ability to effectively use data, assessment and target setting to raise standards and/or address weaknesses; (E) Demonstrable understanding of the role of the Governing Body; (E) Recent experience of personal involvement in school self-evaluation and development training; (E) Recent experience of personal involvement in financial management of a primary school; (E) Recent experience of school policy development and implementation; (E) Recent experience of developing and implementing successful behaviour management strategies; (E) Demonstrable ability to evaluate and understand the needs of the pupils at Hill Top C.E. Primary School Nursery and how these needs can be best met. (E) 	A,I I A,I A,I A,I A,I I
Leadership Qualities and Attributes	
<ul style="list-style-type: none"> Excellent written and verbal communication skills with a range of stakeholders; (E) Can demonstrate experience of and an understanding of a leadership style that facilitates change, engages and motivates staff, and encourages learning and development for the whole school community; (E) Provide effective professional leadership of the school in a way that reflects the school's Church of England foundation and enables adults and pupils to flourish; (E) Experience of building and developing an effective team; (E) A proven record of keeping staff informed about strategy, the changes/improvements that need to be made and how they will be implemented and reviewed; (E) Encourages reflection and questioning in self and others, plus resilience in the face of setbacks; (E) Someone who has a sense of humour and who encourages fun! – for staff and pupils; (E) Someone who will ensure that all staff, and themselves comply with appropriate legislation and regulations. (E) 	I I A,I A,I A,I I I I

Headteacher

Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact pam.cryer@hilltop.bradford.sch.uk to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of governors and personnel supporting both the Diocesan Board and Bradford Metropolitan District Council. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Day(s)

The interview day(s) will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Time line

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